



Virtual Fall Roundtable University of California San Francisco

Project Overview:

Virtual Fall Roundtable is a large scale networking event that connects students to professionals in managed care/industry. It was the second year of having Fall Roundtable over Zoom, and offered the advantage of extending our invitation to professionals not just in the Bay Area, but across the nation as well. Professionals were grouped together with respect to their area of practice- ie. managed care, insurance, industry (managed care), industry (HEOR), etc. Pharmacy students (P1-P3) rotated through each room for 20 minutes and freely asked questions about their roles, various paths within managed care/industry, and tips about succeeding as a pharmacy student.

Purpose of Project:

With the advent of COVID19, there were strict limitations in place for RCO led in-person events. Using the online platform to our advantage, our mission was to recruit as many UCSF AMCP alumni across the nation as possible, giving our members a more extensive opportunity to expand their network. Previously, when Fall Roundtable was in person, our invitations were limited to UCSF AMCP alumni in the Bay Area. However, taking Fall Roundtable to Zoom allowed us to extend our invitation to many of our alumni throughout the nation.

Project Budget:

None- virtual event

Event Coordinating Chapter Members:

Director of External Affairs and President were the main event coordinators

Target Audience:

- P1-P3, emphasis on P1s
 - Priority registration given to AMCP members

Resources:

- Promotional materials: Flyers
 - Uploaded onto Facebook AMCP page, RCO group page, group chat for each class
- Supplementary materials for attending students:
 - Networking Guide containing example questions, tips for networking
 - Professionals Booklet containing biographies of each professional as well as their LinkedIn profile address

Feedback:

Pros	Cons
<ul style="list-style-type: none"> - Virtual event gives opportunity to invite more professionals outside of Bay Area + gives more flexibility such that more alumni are able to attend - Increased student registration for event since event was virtual - 20 minutes per rotation gave the students an opportunity to meet all professionals 	<ul style="list-style-type: none"> - No food + drinks- when the roundtable event was in person, it was easier to network at a personal level with food + drinks - Awkward silences in zoom - Multiple professionals/room + 20 minute session did not give enough time for all students in the group
<p>Consider: Do not have students rotate through all rooms- send out survey for students to enter their preferences such that we can accommodate longer sessions in smaller groups</p>	

Timeline/Checklist for Project:

Date	Task	Responsible Party
August	Determine Fall Roundtable date with leadership	President
August-September	Find UCSF alumni or other professionals recommended by our UCSF AMCP alumni network across the nation within managed care/industry.	AMCP Board
September	Compile list of professionals, assign groups of professionals for each of the AMCP Board members to email	Director of External Affairs
October	Send Invitation emails to professionals	AMCP Board
	Send follow-up emails to professionals who have yet to respond	AMCP Board
	Send acceptance/decline emails to professionals who have responded yes/no <ul style="list-style-type: none"> - For acceptance emails: ask for their biographies and LinkedIn profiles 	AMCP Board
	Generate flyers, start advertising	Director of External Affairs, President
	Make Networking Guide, Professionals Booklet	Director of External Affairs
	Make PowerPoint, agenda for event	Director of External Affairs
November	Send reminder email to students that have registered including the Networking Guide, Professionals Booklet (1 week before the event)	Director of Communications
	Send reminder email to professionals including agenda (1 week before the event)	AMCP Board
	After event, send thank you emails to professionals	AMCP Board